

Great Supervisors—Great Performance!

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to

Alaska Legislative Staff

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Self-Assessment Worksheet

Use this optional scoresheet to do a quick self-assessment of your performance on the following “great supervisor” criteria. This exercise is optional and confidential and is intended as a simple guide for thinking about your responsibilities as a supervisor/manager and for identifying potential areas for improvement.

INSTRUCTIONS: Listen to Brian’s description of each criteria.

If you think **you are absolutely great at this skill** or practice, **give yourself a 7.**

If you think **you fail miserably at this skill, think it’s ridiculous or just don’t care about it, give yourself a 1.**

If you think **you are OK at this skill** but really could improve, **give yourself a 4.**

Use the scores of 2, 3, 5 and 6 for a more nuanced result (if you’re not a 1, 4, or 7).

Be honest with yourself...no one else will see this.

	1	2	3	4	5	6	7
1. Embrace the Role							
2. Communication: Listen							
3. Communication: No Surprises							
4. Communication: Say Yes							
5. Communication: Set Clear Goals/Expectations							
6. Communication: Give and Receive Feedback							
7. Make Plans (Don’t Fear Structure)							
8. Respond to Change (Learn to Let Go)							
9. Confront Conflict							
10. Be Fair							
11. Be Engaged in the Work/Workplace							
12. Care about Your Team							
13. Be Self-Aware (Baggage, Biases, and Preferences)							
TOTAL							

Add up the scores you gave yourself for each criteria. The maximum you can score is 91. The minimum score is 7.

Your total score is entirely unscientific. With that caveat in mind, here’s a guide to your total:

91	You are seriously in denial. Seek professional help.
Above 78	Wow. You’re on it and your team loves you (...but you better conduct a 360 degree performance review to confirm your self-image. You might be surprised...).
65—77	Keep doing what you’re doing, work on specific criteria where you scored lower than other criteria.
39—64	Never fear, this is probably where most supervisor/managers score (if they’re honest with themselves). Embrace the role and become great.
Less than 39	You may have been thrown into a supervisory role you didn’t want. In any event, the chances are you’re not very motivated by your supervisory responsibilities. If you can’t shed those responsibilities, find a mentor or coach and begin the work it takes to improve. Your “self-awareness” score just went up by doing this simple exercise so you’re already on your way!